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ABSTRACT

Intended to streamline communications between the School Library Service in the San Diego County Office of Education and the schools it serves, this handbook is a technical publication of policies and procedures for the operation of branch libraries in contracting school districts. It directly supports the philosophy and concepts of a library media center, namely, that (1) its programs should be relevant in meeting student interests, goals, and abilities; (2) it should be a vital factor in the school's curriculum; and (3) it should be both a "force and source" for motivating learning. The handbook includes the following sections: (1) School Library Service; (2) Supplementary Materials and Programs; (3) Preparing for a Branch Library; (4) How the Branch Library Works; (5) Inventory; (6) Whom To Call for Services; (7) Professional Resources; and (8) Sources for Library Supplies. An index is included. (THC)

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Branch Library Handbook

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San Diego County Office of Education

Branch Library Handbook

San Diego County Office of Education
6401 Linda Vista Road, San Diego, California 92111-7399

January, 1986

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FOREWORD

Every child is entitled to the best education possible to meet his/her specific needs and capabilities. A functional library media program greatly enhances this concept. A school library media center is not merely a place for books, but is a commitment to the idea that learning is a unique process.

The purpose of the *Branch Library Handbook* is to streamline communications between the San Diego County Office of Education and the schools it serves with branch libraries. While this is a technical publication of policies and procedures for the operation of School Library Service branch libraries in contracting schools districts, it directly supports the philosophy and concepts of a library media center:

That library media center programs are relevant in meeting student interests, goals and abilities.

That a library media center is a vital factor in the school's curriculum.

That a library media center is both a force and source for motivating learning.

For more information about the branch library program provided by School Library Service, Media Services Section, contact Kay Niemeyer, Coordinator, School Library Resources, 292-3733.

Gerald A. Rosander
Superintendent of Schools

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I. SCHOOL LIBRARY SERVICE

School Library Service is a contract service between the San Diego County Office of Education and individual school districts. Through this service, elementary and junior high school teachers may obtain library books for their students. Each school is assigned a delivery day at the beginning of the school year. Deliveries and pickup of books occur on that day.

School Library Service (SLS) of the Media Services Section reviews, selects, catalogs, processes, and repairs books used in the program. All materials selected for purchase are reviewed and evaluated by the Children's Book Review Committee, composed of eleven librarians from contracting districts. Recommended books meeting specific criteria are submitted to the County Board of Education for final approval.

SLS offers two types of programs: classroom collections and branch library collections.

CLASSROOM COLLECTIONS

The first type of program provides books directly to the teacher for use in the classroom. Schools who do not participate in the branch library program or schools who have branch libraries in the building process use the classroom service. (see Double Program)

Exchange of Materials – Classroom Collections

Library books, up to the allotted quota, may be retained as long as needed. Complete or partial exchanges may be made when the teacher finds it advisable. Exchanging materials often revitalizes the classroom collection and keeps student interest stimulated. Teachers may order new materials and have returning materials boxed for pickup on the next scheduled delivery date. Teachers are asked **not** to transfer books between schools. If a teacher transfers to another school, all books should be returned to School Library Service and new ones ordered. Shipping lists indicating number and types of books sent, accompany each shipment of books. Discrepancies should be reported to School Library Service immediately.

How to Order Books – Classroom Collections

Personnel in the schools may order books in any of the following ways:

1. By mail, addressed to School Library Service, Media Services Section, San Diego County Office of Education, 6401 Linda Vista Road, San Diego, California 92111-7399.
2. By giving written orders to the truck driver when the delivery truck calls at the school on assigned delivery day.
3. By giving written orders to the Media Van Specialist on the School Library Service Mobile Media Van, if the van visits your school.
4. By bringing written orders to the County Office, Media Services Section, Building 2.
5. By telephoning requests to (619) 292-3609.

Book request forms are available (see page 3) from truck drivers or from School Library Service. Orders can normally be processed and delivered to the schools in one week. Orders for a limited number of special titles can be filled in a shorter period if time permits.

Returning Materials – Classroom Collections

Books to be returned should be packed in standard wooden or cardboard boxes provided by the delivery service. All boxes must be labeled with the school district and teacher's name.

Types of Books and Quotas – Classroom Collections

Science

1 book for every 2 children in Kindergarten through grade 3
1 book per child in grades 4 through 8

Social Studies

1½ books per child in Kindergarten through grade 3
2 books per child in grades 4 through 8

Library Reading

3 books per child in Kindergarten through grade 8

SAMPLE SCHOOL BOOK REQUEST

MEDIA SERVICES
SAN DIEGO COUNTY OFFICE OF EDUCATION
SCHOOL LIBRARY SERVICE
SCHOOL BOOK REQUEST FORM

USE THIS FORM TO REQUEST SPECIAL TITLES OR OTHER MATERIALS (INCLUDING READ ALONG BOOKS) ARE ALIVE, NEWBERY MEDAL AND LITERATURE ENRICHMENT BOOK/CASSETTE TAPE KITS).

FOR OFFICE USE ONLY
Date Received: 9-19-95
Order Taken By: Agnes

School: Delta Park District: Grove Teacher: Jim Greene
Grade: 4 Enrollment: 25
Reading Ability: 3.5 - 5.5 (Please indicate number of children in each grade level)
Number: [ ]
New Title: [ ]
Newsletter: [ ]

LIBRARY READING (three per pupil)
Topics of interest: Camping - Sports - mysteries Number of books wanted: 75

SOCIAL STUDIES (Grades 1-3: one and one half per pupil; Grades 4-6: two per pupil)
Subject: early settlers - Colonial times Number of books wanted: 50

SCIENCE BOOKS (Grades 1-3: one for every two pupils; Grades 4-6: one per pupil)
Subject: Insects - mountains Number of books wanted: 25
Or General Collection Number of books wanted:

Encyclopedia Brown books
Love is a special way of feeling - Joan Anglund
Stuart Little - E.B. White
Genius Dog - Walt Morley

For more information call Media Services, School Library Services, [redacted]

Form 200 Media Services
San Diego County
Office of Education 6/85

BRANCH LIBRARIES

Currently there are fifty elementary and junior high schools that have requested to become branch libraries. The school provides paid personnel and space for a library media center, while School Library Service supplies books to the library media center completely processed with catalog cards, date due slips, and borrower's cards. (See pages 9-10.) Assistance and consultation are available from the Coordinator, School Library Resources, when new branch libraries are being established or when orientation for new library personnel is needed.

Book Jackets – Branch Libraries

Book jackets, when available, are sent with book deliveries to the branch libraries. They are an excellent resource for bulletin boards and other displays to capture student attention. In addition, School Library Service provides a "free materials" cabinet at the County Office of Education facility with additional jackets.

Paperbacks – Branch Libraries

School Library Service does not provide paperbacks to branch libraries, but it does encourage schools to purchase paperback titles.

Reinforced Paperbacks – Branch Libraries

School Library Service provides reinforced paperback books to branch libraries when schools wish multiple copies of popular titles.

Reference – Branch Libraries

Encyclopedias and other reference materials are not provided by School Library Service. Individual schools are encouraged to contact the Coordinator, School Library Resources, for assistance in selecting these materials; in addition "A Reference Bibliography" is available.

II. SUPPLEMENTARY MATERIALS AND PROGRAMS

SCHOOL LIBRARY SERVICE

High Interest-Low Vocabulary Books

These are remedial books and are available in multiple copies. A complete list of these books is available upon request.

Library Skills Learning Centers

Several individualized learning centers for library skills are available to the schools. Library Skills Learning Centers is a competency-based program for K-8 media centers designed to enhance learning through pre- and post-tests, performance objectives, task cards, games, student information sheets, and a management system. The centers include *Parts of a Book; Location, Arrangement and Characteristics of Printed Media; Card Catalog; Key Words and Main Ideas; Dictionary; Encyclopedia; Abridged Readers' Guide to Periodical Literature; Thesaurus; Almanac;* and *Atlas.* For further information on these centers contact the Coordinator, School Library Resources, 292-3733.

Listening Programs

School Library Service has several combination book/cassette listening programs available for circulation. A descriptive flyer with a complete list of titles is available from School Library Service.

Read-Along kits contain six copies of a title and a word-for-word reading of the book. Each kit circulates for two weeks.

Literature Enrichment and Newbery Medal kits for grades 3-8 contain a recorded dramatization and six titles of the book. Kits for intermediate grades circulate for three weeks.

Thinking Skills kits for kindergarten through grade 3 develop critical thinking skills. Kits circulate for three weeks.

All kits should be distributed to the classrooms through the branch library.

Publications

Booklooks, an annotated bibliography of some of the new books acquired by School Library Service is distributed to schools three times a year.

The following bibliographies may be obtained upon request from School Library Service:

Alignment with K-8 Science Framework
Art Books
Bibliografia en Espanol
Books About the Handicapped
Books for Everyone (Individual student reading records for Kindergarten, grades 1-3, 4-6, and 7-8)
Books for Fun
Books for the Young
Books Too Good to Miss (Intermediate and upper grade students)
California
Careers
Children's Books, A Bibliography with Grade Level Readability)
High Interest - Low Vocabulary
Mexican-American Bibliography
Multicultural Bibliography
Picture Books
Poetry
Reference
San Diego County Authors/Illustrators
Sports
A Woman's Place -- Everyplace

Librarians and teachers receive copies of new bibliographies as they are published.

Slide Tape

A slide tape presentation entitled *School Library Service -- An Overview* is available to schools upon request by contacting the Coordinator, School Library Resources, 292-3733.

PROFESSIONAL INFORMATION AND RESOURCE CENTER

The Professional Information and Resource Center maintains an up-to-date collection of books and other materials for professional educators. Topics covered include current practices and research in the field as well as new ideas helpful to the classroom teacher and librarian. Requests must be made through the mail by filling out special order forms or by calling 292-3556 or 292-3557.

ERIC – Educational Resources Information Center

ERIC is a national information system operated by the National Institute of Education. A nationwide network of clearinghouses provides researchers with reports, descriptions of innovative programs, reviews, bibliographies, and otherwise inaccessible literature on a variety of educational subjects. The ERIC retrieval system is available at no charge to all currently employed public school certificated personnel in San Diego County. For more information contact the Professional Information and Resource Center by calling 292-3556 or 292-3557.

INSTRUCTIONAL TELEVISION

ITV provides instructional television programs in all areas of the curriculum for students in grades K-12. A catalog of program descriptions, broadcast schedules and teacher's guides is available upon request. For more information call 292-3742.

AUDIOVISUAL SERVICES

Audiovisual Services is a contract service between the San Diego County Office of Education and individual school districts. Through this service elementary, junior high and secondary teachers may obtain films/video from the 5,000 titles in the collection. Each school is assigned a delivery code and day at the beginning of the school year. Elementary, secondary and depository loan catalogs are available at each school site. Teachers are encouraged to participate in the film preview process. For more information call the Coordinator, Film and Tape Library, 292-3725.

III. PREPARING FOR A BRANCH LIBRARY

SIZE OF COLLECTION

The number of volumes sent to branch libraries is based on student enrollment. The goal of School Library Service is to build the collection to **10** books per student or to at least 5,000 volumes.

DOUBLE PROGRAM

Schools changing from the classroom collection service to the branch library will operate on a double program. During the interim of building the branch library collection, classroom service will continue to be provided to the school.

LIMITED CIRCULATION

After the branch library has enough volumes to adequately serve students and teachers, School Library Service will provide additional books in areas of special need on a limited circulation basis. Classroom teachers should submit their orders through the school librarian, clerk, or resource person in charge of the library media center. Books sent on limited circulation are usually circulated for 30 days, with the option of renewing for a longer period by calling 292-3609.

DISTRICT OBLIGATIONS

In the branch library agreement between the San Diego County Office of Education and the district, the *district* agrees to provide the following:

1. Personnel to manage the library at a minimum of 6 hours per day.
2. Space for the library.
3. A *regulation* card catalog.
4. Shelving for books.*
5. Reference materials.*
6. Periodicals.*
7. Library supplies. (See Sources for Library Supplies.)

8. Inventory and circulation records. Daily circulation records are kept and logged on a monthly form provided by School Library Service. An inventory is taken at the end of the year. (see Procedures for Inventory)

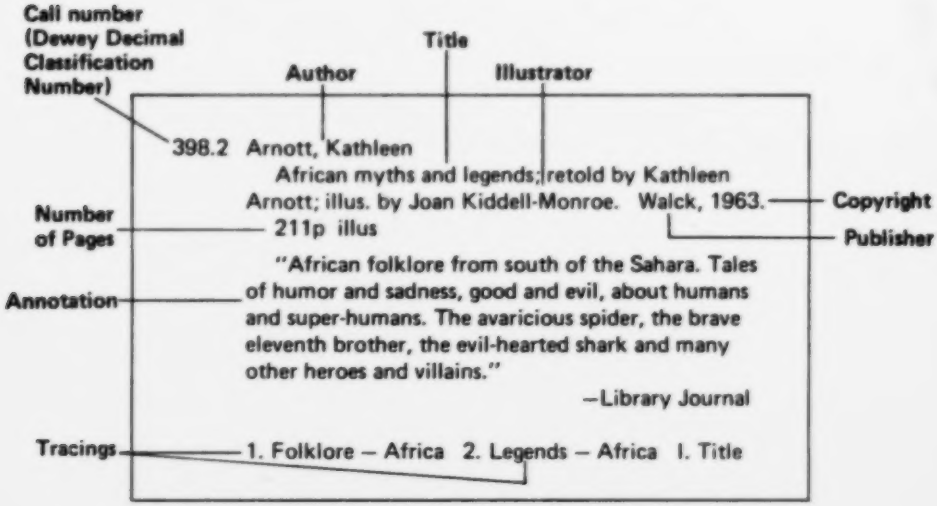
*Consultation for these items is available. Contact the Coordinator, School Library Resources, 292-3733.

IV. HOW THE BRANCH LIBRARY WORKS

STARTING: BOOKS ARE CATALOGED

Each book from School Library Service is sent with a set of cards which is to be filed in the card catalog. The catalog cards supply information about the book: the title, the author, when and where it was published, a brief annotation, and where to find the book. All cards are filed alphabetically in the card catalog according to the first entry on the card. This is called the *main entry*.

Parts of a Catalog Card


Call number (Dewey Decimal Classification Number)
Author
Title
Illustrator
398.2 Arnott, Kathleen
African myths and legends; retold by Kathleen Arnott; illus. by Joan Kiddell-Monroe. Walck, 1963.
Copyright
Publisher
Number of Pages
211p illus
Annotation
"African folklore from south of the Sahara. Tales of humor and sadness, good and evil, about humans and super-humans. The avaricious spider, the brave eleventh brother, the evil-hearted shark and many other heroes and villains."
—Library Journal
Tracings
1. Folklore — Africa 2. Legends — Africa I. Title

Tracing is the record on the main entry card of all the additional headings under which the work is represented in the catalog.

Types of Catalog Cards

1. Author Card

   A card on which the author's name (last name first) appears on the top line is called an author card. Other information about the book follows the author's name.

398.2 Arnott, Kathleen
African myths and legends; retold by Kathleen Arnott; illus. by Joan Kiddell-Monroe. Walck, 1963.
211p illus

"African folklore from south of the Sahara. Tales of humor and sadness, good and evil, about humans and super-humans. The avaricious spider, the brave eleventh brother, the evil-hearted shark and many other heroes and villains."
—Library Journal

1. Folklore – Africa 2. Legends – Africa I. Title

2. Title Card

   A card on which the title of the book appears on the top line is called the title card. The author's name (last name first) appears on the second line and is followed by other information.

African myths and legends

398.2 Arnott, Kathleen
African myths and legends; retold by Kathleen Arnott; illus. by Joan Kiddell-Monroe. Walck, 1963.
211p illus

"African folklore from south of the Sahara. Tales of humor and sadness, good and evil, about humans and super-humans. The avaricious spider, the brave eleventh brother, the evil-hearted shark and many other heroes and villains."
—Library Journal

1. Folklore – Africa 2. Legends – Africa I. Title

3. Subject Card

A card on which a subject heading appears on the top line of the card is called a subject card. Subject headings are typed in capital letters. The author's name (last name first) appears on the second line and the title on the third. In this way, books about a subject may be located when the names of authors or titles are not known.

FOLKLORE – AFRICA

398.2 Arnott, Kathleen
African myths and legends; retold by Kathleen Arnott; illus. by Joan Kiddell-Monroe. Walck, 1963.
211p illus

"African folklore from south of the Sahara. Tales of humor and sadness, good and evil, about humans and super-humans. The avaricious spider, the brave eleventh brother, the evil-hearted shark and many other heroes and villains."

–Library Journal

1. Folklore – Africa 2. Legends – Africa I. Title

4. Shelf List Card

The shelf list card is a duplicate of the author card, except that the annotation is omitted. This saves space for the shelf list information. The shelf list is a record of the books in a library arranged in the order in which they stand on the shelves. Shelf list cards **are not** filed in the card catalog. They are filed in a separate file **in shelf list order** for inventory purposes. Since 1976 School Library Service has marked each shelf list card with the IRC or Media Services stamp in the top right hand corner to distinguish it from all other cards.

IRC

398.2 Arnott, Kathleen
African myths and legends; retold by Kathleen Arnott; illus. by Joan Kiddell-Monroe. Walck, 1963.
211p illus.

c. 1 Sept., 1977 – missing, June 1979
c. 2 Jan., 1979

1. Folklore – Africa 2. Legends – Africa I. Title

How Books Are Marked

Books are marked according to the call number on the catalog card. School Library Service marks the spine of the books as follows:

Intermediate Fiction – When imprinting is available from the publisher, spines are imprinted with FIC and author's last name; otherwise there is no marking on the spine.

Nonfiction Books – Books are marked with the Dewey Decimal Call Number. Previous to 1983 there was a category of Primary Nonfiction (i.e., P 746.1); however, there is only a nonfiction category now – Primary and Intermediate nonfiction books are no longer separated for newly purchased books.

Primary Fiction – When imprinting is available from the publisher, spines are marked P for Primary and author's last name. Otherwise books are marked P for Primary.

Spanish – Sp for Spanish – Spanish titles are divided by Fiction (SP), Primary Fiction (SP P), and Nonfiction (SP 746.1). *Spanish Primary Nonfiction* is no longer used.

Biography – B for Biography (both primary and intermediate).

Young Adult – YA to indicate mature subject matter (suitable for 7th and 8th grade students).

Easy Reader – O.

MAINTENANCE

Receiving and Checking Your Shipment

Each shipment of books arrives with a shipping list stating the number of books sent. Branch library personnel should check the shipping list for accuracy and report any discrepancy to School Library Service immediately. Branch personnel should check each shelf list card against the book itself to verify that both the book and catalog cards have been sent. Branches should keep all shipping lists. These will serve as a record of the number of books received from School Library Service.

Each branch shipment also contains the catalog cards for the books that were sent. Author, title, and subject cards are alphabetized and shelf list cards are kept separate so personnel can easily distinguish shelf list from catalog cards to be filed in the main card catalog.

Shelving Books/Arrangement

Books should be shelved in specific areas. The major areas are:

Primary Fiction	Primary Spanish
Intermediate Fiction	Intermediate Spanish Fiction
Nonfiction	Spanish Nonfiction
Biography	

Filing/Alphabetizing Rules

1. Arrange the catalog cards alphabetically by the first word or name appearing at the top of the card disregarding a beginning article.
2. File **word by word** rather than letter by letter. A one-word entry comes before the word followed by succeeding words.

   Royal
   Royal personages
   Royal, Sydney
   Royalle, Guy
   Royalty

3. File all entries alphabetically, by first term, then by second, then third, etc., regardless of form of entry – names or words, main entry or added entry, author or subject or other type, forename or surname.

The house (title)
House and garden (periodical title)
House, Boye (author or added entry)
HOUSE CLEANING (subject)
The house party (title)
House, William (name)
House with roots (title)
Household, Geoffrey (name)

4. Disregard an initial article in all languages and file by the word following it. All other words, including prepositions and pronouns, are considered in filing.

In Western deserts
Innes, Walter
Into the night

Tiger's whisker
El tigre
Tigres River
Tikki Tikki Tembo
The tin soldier

The work
Work for a man
Work for Julia
Work for the beginner
A work well done

5. Arrange initials, single or in combination, as one-letter words, before longer words beginning with the same initial letter. Arrange initials standing for names of organizations as initials, not as abbreviations.

A.
A.A
AAAA
AAA Foundation for Traffic Safety
A., A J.G.

AA UN News
"A" and "B" Mandales
A., Andre' C. H. see . . .
A apple pie
A.B
The ABC about collecting
ABC and XYZ
A.B.C. programs
A., J
A was an archer
Aa, Pieter Van de
Aabel, Marie

6. File abbreviations (e.g., **Mr., Mrs., Dr., St., U.S.**) as though spelled out (**Mister, Mistress, Doctor, Saint** or **Street, United States**). The figure **&** is filed as **and**.

7. **Numerals** and **dates** in headings are filed as though spelled out and as customarily spoken in English; thus **1905** is filed as **nineteen five; 1,000** as **one thousand**.

   One
   1 and 2 and 3
   100
   One million
   1000

8. **Hyphenated words** are considered two separate words if the part preceding the hyphen can stand alone, but as one word if the part preceding the hyphen is dependent. (In case of doubt, follow the practice of a selected unabridged dictionary).

   The machine for tomorrow
   Machine-made cards
   Machinery

   But:
   The producer
   Pro-European viewpoint

9. Words spelled or written two or more ways are interfiled in one place, with references from the form not used. (In deciding, follow a selected unabridged dictionary).

10. Arrange proper names with a prefix as one word.

    Da senectute
    De Alberth, Amelia
    Defoe
    De la roche
    Delaware
    Del Mar, Eugene
    Elam, Elizabeth
    El Dorado, Ark.
    Eldorado, Neb.

11. M, Mc, Mac. Arrange as if filed Mac.

12. Cross reference arrangement. File **see** references in their alphabetical places. If a **see** reference is the same as an actual entry, arrange the **see** reference **FIRST**. The same rule applies to **see also** references.

Requesting Special Titles

If schools would like a special title added to their branch library collection, it may be requested on the yellow order form indicating the title requested is **for permanent collection.** If School Library Service owns the title and it is available, it will be added to the branch library's collection as soon as cards can be processed. If SLS does not own the title, the title will be submitted to the review committee for consideration.

Duplicate Titles

Occasionally a school may own a book which is a duplicate of one sent by School Library Service. In this case, it is recommended to file **one** set of catalog cards and list the number of copies on the shelf list card to avoid confusion.

Book Repair/Replacement

Books may be repaired at the school site or returned to School Library Service. It is strongly recommended that the schools develop their own repair system to avoid long delays. However, in the event of severe damage, a branch may choose to send the book to School Library Service for replacement, in which case **all catalog cards** should be kept at the school site. Keep a record of when specific books are sent to SLS for repairs.

How to Return Books

Severely damaged or lost books will be replaced by School Library Service if needed or if the books are available. If a book is being withdrawn from the collection, the book and **all catalog cards** (author, title, subject, and shelf list) should be pulled and returned to SLS.

Challenged Books

School Library Service urges each school district to adopt its own policy or procedure to follow when books are challenged by members of the community. The following form was created by the National Council of Teachers of English for this purpose and may be useful to the schools in developing their own. After the report is taken, the school will then decide whether or not the book should be deleted from the collection and returned to School Library Service.

(Use School Letterhead)

Dear _____,

Thank you very much for the interest you have shown in the book, _____. We are anxious to learn of your objection to this specific work in order that we may reconsider its use. Your completion of the attached form, prepared by the National Council of Teachers of English, will help us in this task.

Please return the completed form to:

_____ Principal

_____ School

_____

Very truly yours,

_____

PRINCIPAL

(Use School Letterhead)

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

Author _____ Hardcover [ ] Paperback [ ]

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Complainant represents

_____ himself Name and Address _____

_____ (name organization) Principal Officer _____

_____ (identify other group) Name and Address _____

1. To what in the book do you object? (please be specific: cite pages)

   _____

   _____

2. What do you feel might be the result of reading this book? _____

   _____

3. For what age group would you recommend this book? _____

4. Is there anything good about this book? _____

   _____

5. Did you read the entire book? _____ What parts? _____

6. Are you aware of the judgment of this book by literary critics? _____

7. What do you believe is the theme of this book? _____

   _____

8. What would you like your school to do about this book?

   _____ do not assign it to my child

   _____ withdraw it from all students as well as from my child

   _____ send it back to the _____ department office for reevaluation.

   _____ library

9. In its place what book of equal literary quality would you recommend as a suitable alternative? _____

Signature of complainant _____

Address of complainant _____

V. INVENTORY

Inventory should be taken at the end of every school year. Each book in a branch collection is to be accounted for and checked to see that it is in good repair for the following year. School Library Service provides complete instructions for taking inventory and report forms which are to be completed and returned. These forms help School Library Service in providing books in the areas needed by individual schools. Basically, inventory is taken by matching shelf list cards to the books on the shelves.

PRICES/LOST BOOKS

Each branch library sets its own policy for collecting monies for lost or damaged books. When books are lost or damaged by students, branches may obtain price information by calling School Library Service. In cases where there are more than five titles, a list should be sent to SLS. When possible, price information for new titles acquired after September 1980 will be recorded on the shelf list card. At the end of the school year, send one check made payable to:

Superintendent of Schools, San Diego County Office of Education.

FINES

The Administrative Code, Title 5 (§16042) prohibits collecting money from students for overdue books unless authorized to do so by the school district's governing board.

PROCEDURES FOR INVENTORY

Inventory should begin no later than one week before school closes for the summer. Information requested should reach School Library Service one week after the close of school.

1. Arrange books in shelf list order on the shelves.
2. Check books against shelf list.
   A. If there is a book with no shelf list card, make a temporary card and check with SLS. If there are several books with no shelf list cards, type a list and sent to SLS with inventory.

B. If there is a shelf list card and no book, flag the shelf list card. Colored plastic flags to denote school year are useful (i.e., red might mean lost during 1983-4; green lost in 84-85, and so on).

1. Check circulation cards to see if the book is still checked out.
2. Check previous lost and paid records, missing list, mends, snags, etc.
3. If the book cannot be located, mark (with pencil) your shelf list card **lost** and date. See Sample 1. If a book is located, erase **lost** from the card.

629.2218 Braverman, Bob
Here is your hobby . . . slot car racing, by
Bob Braverman & Bill Neumann. Putnam (c1966)
128p illus.

Lost 6/85

1. Automobiles – Models I. Jt.auth.
II. Title III. Title: Slot car racing

Sample 1

4. If the book can be accounted for as being lost and paid and is the last copy, indicate on your shelf list card **lost and paid** with date and return complete set of cards to SLS. Mark the **lost and paid** column on the inventory. See Sample 2.

347.9 Brindze, Ruth
All about courts and the law; illus. by Leonard Slonevsky; foreword by Erwin N. Griswold.
Random House (c1964)
138p illus.

Lost and Pd. 6/85 (price if available)

1. Courts – U.S. 2. Law – U.S. I. Illus.
II. Title

Sample 2

Note: The complete set of cards includes:

1. Student check-out card
2. Shelf list card
3. Author card
4. Title card
5. All subject cards. See the tracings at the bottom of the shelf list and author cards to determine subject cards.

IF A BRANCH HAS BEEN ESTABLISHED LESS THAN TWO YEARS DISREGARD ITEMS 5-9 SINCE A BOOK IS NOT CONSIDERED LOST IF IT HAS BEEN MISSING FOR LESS THAN TWO YEARS. BRANCHES ESTABLISHED FOR TWO YEARS OR MORE SHOULD COMPLETE ITEMS 5-9 AND RETURN THE ANNUAL INVENTORY.

5. If the book has been missing for at least two complete school years and is the last copy of the title, pull shelf list card, all catalog cards, and student check-out card. Return cards and any money collected (if money has been collected from a student) to SLS.

6. If the book has been missing for at least two complete school years and **is not** the last copy of the book, flag shelf list card and mark which copy is **missing** and date. Include the books missing for two years on the lost book inventory, but indicate that there is still a copy at the branch and the cards will not be returned.

7. If a lost book is returned (and the cards have not been returned to SLS, remove the flag from the shelf list and erase **missing.**

   or

8. If the shelf list card, catalog cards and student check-out cards have been returned to SLS, notify the SLS so that the cards can be replaced.

9. Upon completion of the inventory, type a list of the titles that have been missing for two years. The list should be in shelf list order and include call number, author, title. The list should also indicate if the book was lost and paid, and if the catalog cards have been pulled and returned to SLS. A form for typing the list is sent to the branches at the end of the school year. The categories are primary fiction, nonfiction, biography, primary Spanish, intermediate fiction, intermediate Spanish. Place an asterisk (*) next to the titles that should be replaced (if still available from SLS). All catalog cards including those with titles which should be replaced should be sent to SLS with the inventory.

SCHOOL LIBRARY_____ (name)

MONTHLY CIRCULATION STATISTICS

SCHOOL YEAR_____
MONTH_____

Directions:

1. Circulation count should be made at the end of each day or the beginning of the next day.
2. Record numbers circulated in the appropriate column. Record daily total.
3. At the end of the month, record grand total.
4. Record monthly total on Annual Circulation Statistics form under appropriate month.

DATE	000	100	200	300	400	500	600	700	800	900	Biography	Fiction	Primary Fiction	Total
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
TOTAL														

San Diego County Office of Education 9 84

Librarian/Resource Teacher

SCHOOL LIBRARY _____ ANNUAL CIRCULATION STATISTICS SCHOOL YEAR _____
(name)

Directions:

1. At the end of each month circulation totals are recorded on the Annual Circulation Statistics form.
2. At the end of the school year total the columns on the Annual Circulation Statistics form. Send a copy of your annual circulation statistics to School Library Service by June 14, 1985.

MONTH	000	100	200	300	400	500	600	700	800	900	Biography	Fiction	Primary Fiction	Total
Sept.														
Oct.														
Nov.														
Dec.														
Jan.														
Feb.														
Mar.														
Apr.														
May														
June														
GRAND TOTAL														

_____
Librarian/Resource Teacher

San Diego County Office of Education

School _____

District _____

Name _____

ANNUAL INVENTORY

BOOKS MISSING AS OF JUNE, 1985 INVENTORY
(books missing 2 years)

1. * indicates replacement copy desired if available.
2. Accompanying this list should be: (1) student check-out card, (2) shelf list card, (3) author card, (4) title card, (5) all subject cards.
3. Titles on this list should include only those books missing as of the June, 1984 and June 1985. inventory. Titles reported missing previous to June, 1984 have already been reported; books missing from September, 1984-June, 1985 are not considered missing.

CATEGORY	CALL NO.	AUTHOR	TITLE	LOST & PD.	CARDS PULLED & RET'D TO SLS

VI. WHOM TO CALL FOR SERVICES

Dr. P. Marvin Barbula, Director, Media Services
292-3608

School Library Service
Kay Niemeyer, Coordinator, School Library Resources
292-3733
Mary Tsuji, School Library Services Technician
292-3609
Helen Foster, Media Van Specialist, Mobile Media Van
569-5301

Professional Information and Resource Center
Dorothy S. Collins, Coordinator, Professional Information and Resource Center
292-3669

Instructional Television
Dr. Jere McInerney, Coordinator, Educational Technology
292-3742

Audiovisual Services
Sandra Zevely, Coordinator, Educational Media: Film and Tape Library
292-3725

VII. PROFESSIONAL RESOURCES

American Association of School Librarians and Association for Educational Communications and Technology. *Media Programs: District and School.* Chicago: ALA, 1975.

Books in Print. New York: Bowker, 1948 –. 4 vols. Annual.

California Media and Library Educators Association. *Guidelines for California Library Media Programs.* Burlingame, California: CMLEA, 1977.

California Media and Library Educators Association. *Legal Handbook.* Burlingame, California: CMLEA, 1980.

Children's Catalog. 14th edition. Estelle A. Fidell, ed. New York: Wilson, 1981.

Dewey, Melvil. *Dewey Decimal Classification and Relative Index.* 19th ed. New York: Forest Press, 1979.

The Elementary School Library Collection; a Guide to Books and Other Media, Phases 1-2-3. Lois Winkel, ed. Newark: The Bro-Dart Foundation. Annual

Freeman, Patricia. *Pathfinder; an Operational Guide for the School Librarian.* New York: Harper and Row, 1975.

Junior High School Library Catalog. 4th. ed. Estelle A. Fidell and Gary L. Bogart, eds. New York: H.W. Wilson, 1980.

Peterson, Carolyn Sue. *Reference Books for Elementary and Junior High School Libraries.* 2nd. ed. Metuchin, New Jersey: Scarecrow, 1975.

Sears List of Subject Headings. 12th. ed. Barbara M. Westby, ed. New York: H.W. Wilson, 1982.

VIII. SOURCES FOR LIBRARY SUPPLIES

Frequently used library supply houses:

Best Office Supply Services
5575 Magnetron Blvd.
Suite D
San Diego, CA 92111

Bro-Dart
1236 S. Hatcher Street
City of Industry, CA 91748

Demco Educational Corporation
Box 7767
Fresno, CA 94747

Eastman, Inc.
9920 Scripps Lake Drive
San Diego, CA 92131

Highsmith
P.O. Box 800
Highway 106 East
Fort Atkinson, WI 53538

Gaylord Brothers, Inc.
Box 60659
Los Angeles, CA 90060

Jostens Library Services
1301 Cliff Road
Burnsville, MN 55337

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